



A Senior Local Driver will always deliver a quality service week in week out.

Name of Driver: _____

Number of years experience with Llew Jones: _____ (minimum requirement – 1 year)

Previous Driving Experience: _____

Criteria – To be attained consistently over a period of 6 months.	Y – yes D – Development Required	
Good quality driving skills		
• Has good tacho admin with minimal infringements		
• Possesses sound judgement in driver assessment.		
• Vehicle Sympathy – Low Traffilog & Drivecam Events		
Excellent Customer Service skills		
• Considers safety and comfort of passengers at all times		
• Is able to deal calmly and professionally with difficult customers or general public at all times		
Basic maintenance knowledge		
• Always completes walk round checks and report defects		
• Is able to deal with minor maintenance issues away from base		
Is able to carry out all service routes		
Has knowledge of all schools and bath runs		
Is able to carry out local trips		
Uses own initiative when faced with problems away from base.		
Has experience and knowledge to deal with most incidents		
Has good navigational skills		
Has no or very little non-accidental damage		
Has no on-going disciplinary		
Has not received any complaints		
Does not make inappropriate comments about the company in person or via social media.		
Personal & Vehicle Presentation/Qualities		
Always keeps Vehicle in immaculate condition		
Always clean and smart in appearance & wears uniform as appropriate.		
Always punctual for Start of Duty		
Always punctual with Timings Legal Requirement max 1min Early 5mins Late		
Can be left to self-organise and use own initiative		
Ability to cultivate and develop the same high standards and work ethics in trainee, and less experienced drivers.		



Ability and willingness to pass on route knowledge accurately.		
Ability and willingness to pass on knowledge of vehicle check process		